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CITY MANAGER'S OFFICE  
**RECEIVED**  
SEP 9 1987

DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SUITE 400  
SACRAMENTO, CA  
95814-2977

ROBERT P. THOMAS  
DIRECTOR

September 9, 1987

916-449-5200

G. ERLING LINGGI  
ASSISTANT DIRECTOR

**APPROVED**  
BY THE CITY COUNCIL

DIVISIONS:

City Council  
Sacramento, California

SEP 15 1987

CROCKER ART MUSEUM  
GOLF  
METROPOLITAN ARTS  
MUSEUM & HISTORY  
PARKS  
RECREATION  
ZOO

OFFICE OF THE  
CITY CLERK

Honorable Members in Session:

SUBJECT: Amendment of FY 1986-87 Budget - Completion of the Senior Citizens Study (Recreation Division)

SUMMARY

This report recommends amending the FY 1987-88 budget of the Recreation Division of the Department of Parks and Community Services to provide for the completion of the senior citizens study.

BUDGET AND FINANCE COMMITTEE ACTION

The attached report was approved by the Budget and Finance Committee at their meeting of September 8, 1987.

RECOMMENDATION

It is recommended that the City Council, by resolution, amend the FY 1987-88 budget to add a .45 FTE Administrative Trainee position and \$1,766 in Other Services and Supplies to the Recreation Division of the Department of Parks and Community Services to be funded from revenues from the County of Sacramento and the Gifts to Share Fund.

Respectfully submitted,

ROBERT P. THOMAS, Director  
Parks and Community Services

Recommendation Approved:

WALTER J. SLUPE  
City Manager

September 15, 1987  
All Districts

RPT:ja

# RESOLUTION No. 87-751

Adopted by The Sacramento City Council on date of

## RESOLUTION AMENDING THE FY 1987-88 CITY BUDGET FOR THE DEPARTMENT OF PARKS AND COMMUNITY SERVICES, RECREATION DIVISION

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT:

1. The continuation of staff support in the Recreation Division to the Senior Citizens Comprehensive Planning Task Force requires a budget amendment.
2. The FY 1987-88 City budget for the Department of Parks and Community Services Recreation Division is hereby amended by adding a .45 FTE Administrative Trainee position and \$1,766 in Other Services and Supplies to be funded from revenues from the County of Sacramento and the Gifts to Share Fund as follows:

101-450-4522-4101	\$10,885
101-450-4522-4213	1,000
101-450-4522-4258	600
101-450-4522-4261	100
101-450-4522-4411	66
101-710-7012-4999	[\$10,000]
101-450-4522-4374	[ 2,651]
593-900-4522-4374	2,651

APPROVED  
BY THE CITY COUNCIL

SEP 15 1987

OFFICE OF THE  
CITY CLERK

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK



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DEPARTMENT OF PARKS  
AND COMMUNITY SERVICES

CITY OF SACRAMENTO  
CALIFORNIA

1231 I STREET  
SUITE 400  
SACRAMENTO, CA  
95814-2977

ROBERT P. THOMAS  
DIRECTOR

August 25, 1987

916-449-5200

G. ERLING LINGGI  
ASSISTANT DIRECTOR

DIVISIONS:

CROCKER ART MUSEUM  
GOLF  
METROPOLITAN ARTS  
MUSEUM & HISTORY  
PARKS  
RECREATION  
ZOO

Budget and Finance Committee  
Sacramento, California

Honorable Members in Session:

SUBJECT: Amendment of FY 1986-87 Budget - Completion of the Senior Citizens Study (Recreation Division)

SUMMARY

This report recommends amending the FY 1987-88 budget of the Recreation Division of the Department of Parks and Community Services to provide for the completion of the senior citizens study.

BACKGROUND INFORMATION

Since the fall of 1983, the City has been represented by staff of the Recreation Division on a county-wide task force that has been developing a comprehensive plan to coordinate the senior services delivery system in the City and County. This task force, which has representation from various governmental, nonprofit and private human and social service providers and funders (roster attached - Exhibit A), completed Phase I of its work in 1985 with the publication of "Sacramento County Senior Services Study - Local Funding Allocations." This report identified for the first time in one document the various sources of funding for senior services and identified factors that documented the fragmented pattern of service delivery in Sacramento County. Attached for your information are the programs of work and annual report from the task force (Exhibits B and C).

Phase II of the study has been underway for over a year with a primary emphasis on identifying and gathering data on the approximately 400 providers of senior citizen services in the County. In order to accomplish this monumental task, the task force needed the assistance of a staff person dedicated to the efforts of the task force. All previous work of the task force had been done by task force members with in-kind clerical and support services provided by their agencies.

The City was selected as the host agency for the project and last year's city appropriation was utilized to fund a limited term employee to staff the task force. This staff person is extensively involved in data collection, analysis

and report writing and serves as secretary to the task force. The City and County of Sacramento appropriated \$10,000 each in their FY 1986-87 budgets to fund a staff position for the task force. An additional \$2,750 was received from the private sector to assist with the project. These private sector funds have been deposited in the City's Gifts to Share Fund.

The appropriation from the County has been received and this report requests that the operating budget of the Recreation Division be amended to add a .45 FTE Administrative Trainee position to complete the work of the task force. This position and related support costs will be funded by the appropriation from the County and the private sector support. This will extend the position through November of this year.

FINANCIAL DATA

It is necessary to amend the FY 1987-88 budget for the Recreation Division by adding a .45 FTE Administrative Trainee position and related support services. These costs will be offset by the receipt of funds from the County of Sacramento and the private sector through the Department's Gifts to Share Fund, as follows:


<u>Expenditures</u>		<u>Revenues</u>	
Administrative Trainee	\$10,885	County of Sacramento	\$10,000
Services and Supplies	<u>1,766</u>	Gifts to Share	<u>2,651</u>
TOTAL:	\$12,651		\$12,651

The funds from the County of Sacramento were received and deposited in June of the 1986-87 fiscal year and therefore, in actuality these funds will come from the 1987-88 fiscal year General Fund Contingency.


RECOMMENDATION

It is recommended that the Budget and Finance Committee approve this report and refer it to the full City Council for action. Further, it is recommended that the City Council, by resolution, amend the FY 1987-88 budget to add a .45 FTE Administrative Trainee position and \$1,766 in Other Services and Supplies to the Recreation Division of the Department of Parks and Community Services to be funded from revenues from the County of Sacramento and the Gifts to Share Fund.

Respectfully submitted,

*for*   
ROBERT P. THOMAS, Director  
Parks and Community Services

Recommendation Approved:

  
JACK R. CRIST  
Deputy City Manager

RPT:ja

September 8, 1987  
All Districts

## SACRAMENTO SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE (SSCPTF)

SENIOR SEATS / COA (4)

Betty Turner, Dir. COA  
Senior Seat / COA  
909 12th Street, Suite 200  
Sacramento, CA 94814  
447-7063

Arnold Roth  
Senior Seat / COA  
3613 Ronk Way  
Sacramento, CA 95821  
483-3528

Rev. Merrill Follansbee  
Senior Seat / COA  
1412 4th Street  
Sacramento, CA 95814  
443-5710

Rev. Harry Carlson  
Senior Seat  
316 Savoy Avenue  
Rio Linda, CA 95673  
991-2135

FUNDING AGENCIES (3)

Gary J. Gomez  
S.E.T.A.  
1510 J Street  
Sacramento, CA 95814  
449-1308

Susan Tigner  
Area 4 Agency on Aging  
2862 Arden Way, Suite 101  
Sacramento, CA 95825  
486-1876

Dorothy Hawkinson  
United Way  
P.O. Box 2036  
Sacramento, CA 95809  
446-4483

CITY AGENCIES (1)

Alan Boyd, Gen. Rec. Supervisor  
Dept. Parks & Community Svcs.  
1231 I Street, Suite 400  
Sacramento, CA 95871  
449-5171

CITY AND COUNTY AGENCIES (2)

Katherine DeYoung, Director  
Community Information Center  
452 I Street  
Sacramento, CA 95871  
442-4995

Gaea Swinford, Director  
Sac. Elderly Nutrition Program  
3013 D Street  
Sacramento, CA 95816  
444-9533

COUNTY AGENCIES (6)

Chuck Gatten, Planner  
Dept. Social Services  
1725 28th St., #306A  
Sacramento, CA 95817  
732-3598

Joyce Austin, Admin. Asst.  
County Clerk's Office  
720 9th Street  
Sacramento, CA 95814  
440-5522

Bill Freeman  
Asst. County Exec.  
700 H Street, #7650  
Sacramento, CA 95814  
440-5883

Jim Moore  
County Conservator's Office  
2007 19th Street  
Sacramento, CA 95818  
732-3827

Charlene A. Silva, Asst. Dir.  
Dept. Social Services  
P.O. Box 1046  
Sacramento, CA 95805  
732-3598

Nancy Callahan  
Div. of Mental Health  
3701 Branch Center Road  
Sacramento, CA 95827  
366-2161

COMMUNITY-BASED ORGANIZATIONS (4)

Bill Durant, Director  
Paratransit, Inc.  
3000 T. Street, Suite 101  
Sacramento, CA 95816  
454-4191

Sister Jeanne Felion  
Stanford Settlement  
450 W. El Camino Ave.  
Sacramento, CA 95833  
927-1303

Bob Marcello  
Interfaith Vol. Caregivers  
3720 Folsom Blvd.  
Sacramento, CA 95816  
456-5024

Frank Buck  
Camellia City Center  
1121 9th Street  
Sacramento, CA 95814  
442-9014

UNIVERSITY (1)

Bobbie Roswurm, R.N.  
UCDMC - Alzheimers Center  
2000 Stockton Blvd.  
Sacramento, CA 95817  
453-5496

PRIVATE ORGANIZATIONS (3)

Marsha Vacca/Ger Prog Dir  
Sutter Hospitals  
1111 Howe Ave., Suite 600  
Sacramento, CA 95825  
927-5211

Patty Roberts, Director  
ESKATON, Continuum Srvc.  
5105 Manzanita Ave.  
Carmichael, CA 95608  
334-0810

Kathy Spake, Administrator  
El Camino Convalescent Hosp.  
2540 Carmichael Way  
Carmichael, CA 95608  
482-0465

# Sacramento Elderly Nutrition Program

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EXHIBIT B



3013 D STREET  
SACRAMENTO, CALIFORNIA 95816

TELEPHONE:  
GENERAL OFFICE: (916) 444-9533  
CENTRAL KITCHEN: (916) 444-9694

TO: Sacramento County Commission on Aging

FROM: Charlene A. James, Chair of the Senior Services Comprehensive Planning Task Force (SSCPTF)

SUBJECT: Senior Services Comprehensive Planning Task Force (SSCPTF) Program of Work 1986-87

## I. PURPOSE

The purpose of this memorandum is to:

- 1) update the Commission on the progress of the Task Force during Fiscal Year 1985-86 and outline the Task Force's Program of Work for 1986-87;
- 2) request that the Commission approve with any modifications desired the recommendations contained in this report and forward for approval to the Sacramento County Board of Supervisors.

## II. CURRENT YEAR'S ACTIVITIES

The Task Force convened on October 9, 1986. The individuals who serve on the Task Force are those persons who developed the Senior Services Study, representatives from the private sector survey committee, seniors who are appointed by the Commission, and representatives from the public and private sector whose input was determined to be critical to the development of a coordinated service delivery system.

The Task Force has met eight times during this Fiscal Year. Its primary function has been to develop policy and provide direction to the four subcommittees responsible for meeting the objectives outlined in the Task Force's Work Program for 1985-86. (Attachment A.)

The four subcommittees are:

- 1. Consolidation of Private and Public Sector Subcommittee
- 2. Subcommittee on Resources
- 3. Staff Support subcommittee
- 4. Task Force Work Program 1986-87 Subcommittee

1. Consolidation of Private and Public Sector Subcommittee (COPPS)

The COPPS was responsible for:

- consolidation of the public and private sector studies
- development of an on-going process for keeping budgetary data and service statistics current

The Private Sector Survey Group and COPPS consolidated their efforts when it was determined that it would be necessary for the providers to be surveyed in order to develop an accurate and detailed "inventory" of the private sector.

The consolidated committee (COPPS) has:

- designed four survey instruments which are to be used to gather data from individual service providers, facilities, planning and coordination agencies and businesses;
- pre-tested the survey instruments;
- developed the mailing list of approximately 400 agencies, organizations and businesses to be surveyed.

2. Subcommittee on Resources (SCORS)

The SCORS objectives were to:

- identify at the source and list benefits available to individuals 55+ in Sacramento in addition to those resources already identified in the Public or Private Sector Survey;
- identify and list source documents which include references to services to seniors in Sacramento County.

The SCORS has:

- developed a matrix for capturing the information on the financial benefits available to persons 55+ within Sacramento County;

- identified from where the numerical information may be obtained;
- identified by type, title and location the source and planning documents which currently exist within Sacramento County.

3. Staff Support Subcommittee

This subcommittee objective was to explore the feasibility of obtaining paid support for the Task Force.

There was no single entity who could afford to fund or allocate a position for the Task Force. Based on input from City and County officials, the subcommittee recommended that we seek \$30,000 in funding to cover the cost of staff and other operational expense for a twelve month period beginning July 1, 1986. The Task Force agreed to seek \$10,000 from the City of Sacramento, \$10,000 from the County of Sacramento and \$10,000 from private non-profit and profit agencies and businesses.

The City of Sacramento Department of Parks and Community Services has allocated \$10,000 in its F.Y. 1986-87 Budget for this purpose. The County of Sacramento has included \$10,000 in the Commission on Aging proposed budget, and two members of the "private sector," Marsha Vacca and Reverend Merrill Follansbee, have agreed to assist with soliciting the private sector's share of this cost.

4. Task Force Work Program 1986-87 Subcommittee

Attached for your review and consideration is the Task Force's Program of Work for 1986-87. (Attachment B.) The Task Force has identified the tasks to be completed over the next twelve months. The attached chart delineates those which would be assigned to the staff person and those which are the primary responsibility of the Task Force members. The main thrust of the Work Program is to continue to define "Where we are" in terms of services available to those persons 55+ who reside within Sacramento County.

III. STRUCTURE FOR 1986-87

The Task Force recommends that its current membership continue for Fiscal Year 1986-87 with the addition of representation from the



Community Information Center. Further, the Task Force has voted to include the representative of the Sacramento County Executor's Office as a voting member of the Task Froce. The current Chair and Vice Chair have agreed to continue in their capacity throughout F.Y. 1986-87 to insure continuity.

The Task Force explored with the City of Sacramento; County of Sacramento; Sacramento Employment and Training Agency; Sacramento Housing and Redevelopment Agency, Community Services Planning Council; and the Area 4 Agency on Aging prior to developing its recommendation regarding the administration of the requested funds. The Task Force wanted responsibility for staff selection; defining the job duties and responsibilities; and providing direct, day-to-day supervision. In addition, the Task Force evaluated the in-kind contributions, i.e., space, phone, clerical support, each agency could make.

The conclusion of the Task Force was that the City of Sacramento Department of Parks and Community Services met the Task Force's criteria and its support would provide the Task Force the greatest opportunity for achieving its goals and objectives.

IV. RECOMMENDATIONS

It is recommended that the County Commission on Aging:

- 1) approve the Task Force's Program of Work for Fiscal Year 1986-87;
- 2) approve the proposed structure of the Task Force for Fiscal Year 1986-87;
- 3) support the County of Sacramento including \$10,000 in the Fiscal Year 1986-87 Proposed Budget for consideration during Final Budget hearings as the County's share of a cooperative effort with the City of Sacramento and the private sector to develop a coordinated senior services delivery system;
- 4) approve the plan that the City of Sacramento Department of Parks and Community Services be responsible for the administration of the funds;
- 5) instruct the Task Force to make quarterly reports to the Commission throughout Fiscal Year 1986-87;

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- 6) approve with any modifications desired the contents and recommendations of this report and forward to the Board of Supervisors for approval.

The Chair and members of the Task Force will be available at the Commission meeting on May 21, 1986 to answer any questions the Commissioners may have.

SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE (SSCPTF)  
WORK PROGRAM 1985-86

GOAL

The Task Force's goal is to develop a coordinated senior service delivery system that will maximize human and financial resources; avoid duplication and address unmet needs, including quality control efforts.

WORK PROGRAM

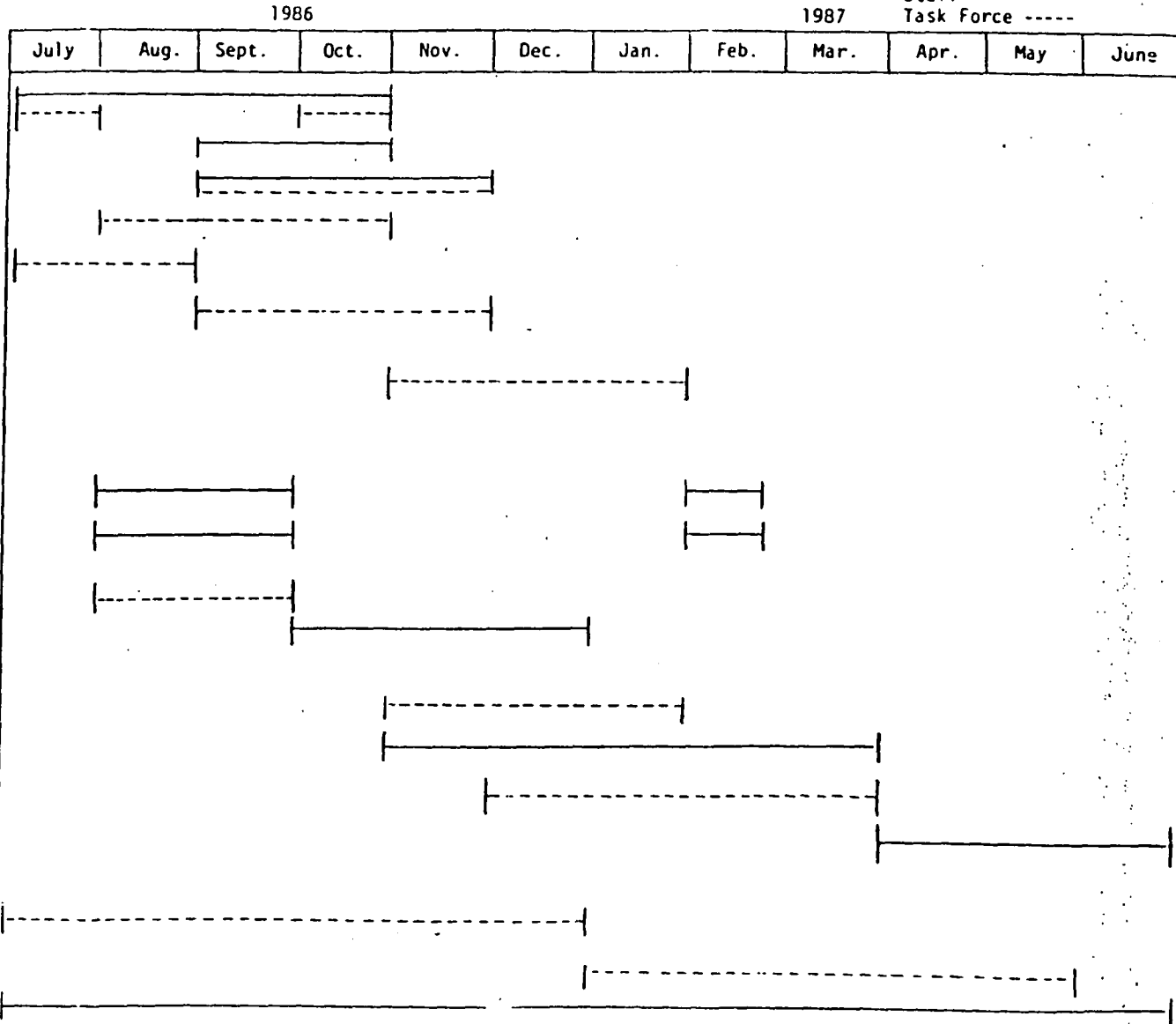
The Task Force has set forth the following objectives and time lines, as its work program for Fiscal Year 1985-86.

<u>COMPLETION DATE</u>	<u>OBJECTIVE</u>
December 1985	To complete the first draft of the Private Sector Survey Group's study.
February 1986	To consolidate the public and private sector studies.
March 1986	To gather data on other resources (Social Security, pensions, Medicare, etc.) benefiting seniors in Sacramento County.
March 1986	To collect currently available data and planning documents on services for seniors within Sacramento County.
April 1986	To develop a multi-year program of work.
June 1986	To explore the feasibility of obtaining paid staff support for the task force.
June 1986	To develop an ongoing process for keeping budgetary data and service statistics current.

SSCPTF WORK PLAN - 1986-87

Staff \_\_\_\_\_  
Task Force -----

- I. DATA COLLECTION
  - A. Survey Providers
  - B. Compile data
  - C. Analyze data
  - D. Explore computerization
  - E. Develop grid
  - F. Validate locally controlled funds
  - G. Design Process for Updates
- II. RESEARCH
  - A. Financial resources to seniors
  - B. Source Documents
  - C. Existing coordination :develop grid :gather/compile
- III. REPORT
  - A. Format report
  - B. Prepare report
  - C. Edit report
  - D. Publish/distribute report
- IV. CITY/COUNTY COORDINATION
  - A. Research other efforts
  - B. Develop recommendations
- V. STAFF SUPPORT TO TASK FORCE



## SACRAMENTO SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE

## GOALS AND OBJECTIVES FOR FISCAL YEAR 1987-88

## INTRODUCTION

The Sacramento Senior Services Comprehensive Planning Task Force, successor to The Senior Coalition Long Range Goals and Objectives Task Force, first met on October 9, 1985. It has focused its efforts on expanding its predecessor's Senior Services Study, which had a funder's prospective, by gathering data on senior services from a provider's perspective. This second report will be presented in October, 1987. Additionally, the Task Force has accomplished several of the tasks recommended in the first report:

Formed a broadly based Task Force with extensive community participation and support.

Obtained funding for a full time staff position.

Formalized City - County participation on Senior's issues through ex-officio membership of a City representative on the County Commission On Aging.

Worked to coordinated efforts with the Community Services Planning Council's Human Services Information System to determine common data sources and common service definitions.

The essential mission of the Task Force is to develop a single, comprehensive, county-wide, coordinated senior service delivery system, which will maximize human and financial resources, avoid duplication, and address unmet needs, including quality control efforts.

The Task Force believes that, based on analysis of the information in the two reports referred to above, it can develop recommendations for a senior service delivery system as described. The attached Program of Work represents a realistic method to obtain this end.

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SACRAMENTO SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE (SSCPTF)  
GOALS AND OBJECTIVES FOR FISCAL YEAR 1987-88

Page 1

July 10, 1987

MISSION STATEMENT

The Task Force's mission is to develop a coordinated senior service delivery system that will maximize human and financial resources, avoid duplication, and address unmet needs, including quality control efforts.

GOAL I

NEEDS ANALYSIS

Conduct analysis as described below of the needs of Sacramento County senior citizens using Phase I and II Funder and Provider data, supplemented by demographic data, and the Phase II information on local source documents for seniors, direct financial resources for seniors, and the methods used by other counties to coordinate senior services.

Objective A

Completion Date: February 29, 1988

Conduct an analysis of each of the 24 Community Planning Areas (CPA's) in the county to determine the extent of senior needs, including barriers to and gaps in service.

Objective B

Completion Date: May 31, 1988

Conduct an analysis of each of the pertinent social services which are available to senior citizens in the county, and those agencies which provide the service, to determine the extent of senior needs, including barriers to and gaps in service.

Objective C

Completion Date: June 30, 1988

Formulate appropriate recommendations with respect to senior needs determined through the above analysis consistent with the Task Force's Mission to develop a system that will maximize resources, avoid duplication, and address unmet needs.

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SACRAMENTO SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE (SSCPTF)  
GOALS AND OBJECTIVES FOR FISCAL YEAR 1987-88

Page 2

July 10, 1987

GOAL II

ROLE CLARIFICATION

Develop an understanding of other planning efforts currently operating in the community in order to clarify areas of interest and responsibility, and to maximize resources, avoid duplication, and address unmet needs by determining appropriate levels of responsibility for each senior issues planning effort.

Objective A

Completion Date: June 30, 1988

Develop an understanding of the Community Services Planning Council's (CSPC's) Human Services Information System (HSIS) in order to clarify their interest in establishing a common lexicon, a common data base, and the usefulness of these to the senior service system, and determine appropriate responsibility for both the Task Force and the CSPC/HSIS.

Objective B

Completion Date: June 30, 1988

Develop an understanding of the Adult Services Board (ASB) and their goals in order to clarify their interest and responsibility in the area of senior service coordination and system development, and determine appropriate responsibility for both the Task Force and the ASB.

GOAL III

ESTABLISH A FRAMEWORK FOR FY 88-89

Establish a framework for the Task Force's Program of Work in Fiscal Year 1988-89, leading to the completion of this effort to develop a coordinated senior services delivery system.

Objective A

Completion Date: June 30, 1988

Develop an understanding of existing funding, planning, and decision-making processes and cycles, in order to establish the current parameters of the senior service system and prepare appropriate recommendations.

Objective B

Completion Date: June 30, 1988

Conduct a public awareness campaign to educate the public and professional community about the Task Force, its history and vision, and its plans for fulfilling its mission.

Objective C

Completion Date: June 30, 1988

Develop appropriate planning principles as guidelines for refining a system and criteria for evaluating it.

**SACRAMENTO SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE (SSCPTF) MULTI-YEAR PROGRAM OF WORK TIMELINE FOR  
FISCAL YEARS 1987-88 AND 1988-89**

Phase II (Provider Study) (Completed 10/01/87)*	Fiscal Year 1987-88												Fiscal Year 88-89					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
	Phase III																	
1.) Needs Analysis																		
A. Community Planning Areas (CPA's)																		
B. Services / Agencies																		
C. Recommendations																		
2.) Role Clarification																		
A. CSPC/HSIS																		
B. COA/ASB																		
3.) Framework for FY 88-89																		
A. Existing Processes and Cycles																		
B. Public Awareness																		
C. Planning Principles																		
4.) Work Plan & Budget for FY 88-89																		
5.) Finalize system - to include recommendations about implementation, evaluation, and oversight																		

\* this activity completes the program of work for FY 86-87

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SACRAMENTO SENIOR SERVICES COMPREHENSIVE PLANNING TASK FORCE  
COMMITTEE STRUCTURE FOR FISCAL YEAR 1987-88

The major Task Force committees for fiscal year 1987-88 will be structured around the goals and objectives as set forth in the Program of Work.

COMMITTEES FOR FY 87-88

Needs Analysis Sub-Committees of the Whole

During FY 87-88 the major thrust of the Program of Work concentrates on analysis. Each Task Force member will be assigned to a subcommittee of the whole. There being twenty-four (24) CPA's and twenty-four (24) members, and small groups appearing advisable for ease of meeting and depth of discussion, eight groups of three persons each seems reasonable. Each subcommittee will be assigned three Community Planning Areas (CPA's) and at least three service categories, and their associated providing agencies, for analysis by the group. The subcommittee will present their analysis and recommendations to the entire Task Force at their regularly scheduled meetings, where the group will formulate appropriate recommendations as described in the objectives. This task should be completed no later than June of 1988. The chairpersons from each subcommittee will meet to determine the extent of analysis and format of presentation of the material.

Committee on Role Clarification

A committee will be formed to deal with the tasks associated with the objectives listed under Goal II: Role Clarification. Each Task Force member is asked to consider whether they are interested and able to work on this goal, and to inform staff of their decision before the August 3, 1987 meeting.

Committee on Framework Establishment

A committee will be formed to deal with the tasks associated with the objectives listed under Goal III: Establish a Framework for FY 88-89. Each Task Force member is asked to consider whether they are interested and able to work on this goal, and to inform staff of their decision before the August 3, 1987 meeting.

Each member of the Task Force is asked to choose either Goal II or Goal III as an area of interest. Constraints on participation can be indicated to staff, but a decision is requested of everyone.